

**ESS – Electronic Submission System: Quality • Transparency • Rapidity (<http://www.scientificjournals.com/sj/all/ESS>)**

## The Age of E-mail Submission has passed – The Age of ESS Submission has arrived

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*To our Authors and Referees, ESS-Subject Editors, Editors and Associates*

Walter Klöpffer, the Editor-in-Chief of Int J LCA (Fig. 1) and the Publisher-Editor (Fig. 2), are pleased to present Int J LCAs Electronic Submission System (ESS) for peer-reviewed papers (<http://www.scientificjournals.com/sj/all/ESS>). The system is tailored<sup>1</sup>, according to the requirements of our Scientific Journals, to modernize and improve the process previously conducted by email.



**Fig. 1:** Walter Klöpffer, Editor-in-Chief Int J LCA

- ESS is **user-friendly** and **self-explanatory** and processes all actions in a manner that is very easy to handle.
- **Quality and Transparency.** ESS enhances the quality of the review process by transparency. As soon as all referees (a minimum of 2 and a maximum of 3 referees) have submitted their reviews, they are disclosed to the Referee team. The **ESS-Subject Editor** is responsible for the quality of the review process (see the section "Subject Editor").
- **Rapidity.** ESS accelerates the work flow from the abstract submission through the publication in OnlineFirst, because all 'players' are equally informed throughout the process. Moreover, the system directs the different actions individually for Authors, Subject Editors and Referees. Therefore, each 'player' has, according to his/her function, a different view on ESS and can see only that section of the system that he/she needs to see.
- Authors, ESS-Subject Editors and Referees can **track** the course of their papers on the Overview Page as well as in the individual pages. The column 'Status' on the Overview Page shows the current state of a paper, and the column 'Next Step' indicates the forthcoming action. 'Next Step' describes the forthcoming action as being



**Fig. 2:** Almut Beate Heinrich, Publisher-Editor Int J LCA, relying on ESS

executed. Therefore, do not be astonished when you read in NEXT STEP, for example, "Subject Editor: Invitation of full paper accepted", without having been informed about this action before. Actually, here is the completion of the NEXT-STEP action described. The column "Status" reads "Subject Editor invited", and this is the current state.

- **Messenger emails** (Automatic ESS emails) notify Authors, Subject Editors and Referees to check ESS when a new stage in the life cycle of the paper is reached, and an action is to be taken, or a comment has been sent from one of the co-players (Fig. 3). Thus do not disregard them but follow them to ESS.
- **The history of the articles is archived**, which promotes the dream of a 'paperless' office.

### How to access ESS

1. Go to <http://www.scientificjournals.com/sj/all/ESS> (Fig. 4)
2. If you are known to the system, just enter your email and click the link "I am already known to scientificjournals.com but have no password yet".
3. If you are not known to the system, complete the registration form and send it.
4. In less than one minute you will get the password by email.
5. Return to ESS, enter email and password and log in.
6. Go to "Edit Profile" where you can change the password.
7. Revise and complete or enter your contact details as well as your areas of interest and include a short CV. A photo can be sent by email to: [almut.heinrich@hjr-verlag.de](mailto:almut.heinrich@hjr-verlag.de)

<sup>1</sup> Enterprise Technologies (<http://www.enterprise-technologies.de>), Marco Hesselbart with his team ([Marco.Hesselbart@Enterprise-Technologies.de](mailto:Marco.Hesselbart@Enterprise-Technologies.de))

The review process in ESS includes the **Author**, the **Subject Editor** and two to three **Referees**. Their individual functions are described in the following sections.

### The Author

**Remarks:** Go to the LCA-WelcomePage at <<http://www.scientificjournals.com/sj/lca/startseite>> and click "Author Guidelines", or enter this URL <<http://www.scientificjournals.com/sj/pdf/lca/authorGuidelines.pdf>>. Download and check the Instructions for Authors for the proper presentation and appearance of your paper (see also Suh 2006).

You have accessed ESS following steps 1-5 listed above and are now on the Overview Page that is still empty. At the top of the page you can see a link list. Go to "Edit Profile" and follow step 6 and 7. Now click the link "Submit a new abstract". Choose the abstract type "Research" or "Review" (Fig. 5). You will then be guided to the abstract-submission page (Fig. 6). Select the name of the journal and enter the title of your paper. If you know the length of your paper at this stage, indicate the number of text pages, equations, formulas, tables, figures. Select the names of your co-authors from the selection box or, if they are not included, press the button **new** and enter the names in the registration forms. Please provide **complete addresses**, including email address and at least one area of interest.

Copy the abstract in the template and **complete each section**. **Keep this structure in the full paper as well**. Select one to two referees from the selection box. If you do not find them there, follow the same procedure as for the co-authors (see above). Now you can send the abstract. Going to the Overview Page, you can see your submission requirement. When you open it, you will get to your personal **Author Page** (Fig. 7). Now the process can proceed. When the Publisher-Editor acknowledges the abstract as "complete", this action initiates the ESS to inform the Editor-in-Chief who invites the Subject Editor. The Subject Editor invites the full paper and selects the Referees. When the full paper is uploaded, the Publisher-Editor has to confirm the compliance of the manuscript with the Author Guidelines. This action initiates the ESS to notify the selected Referees to check ESS where they will find the invitation from the Subject Editor.

**Copyright Agreement:** Before or shortly after the Author uploads the full paper, the Copyright Agreement has to be signed and sent to the Publisher-Editor via fax transmission. Otherwise the process cannot proceed and stops when the full paper is available.

### The Subject Editor

The ESS-Subject Editor guides the paper through the review process, from the abstract submission to the Publication in OnlineFirst. The Subject Editor selects the referees, with consideration of the author(s) suggestions, observes the deadlines, reviews the referee comments, and as appropriate summarizes and recommends actions that are required of the author(s) before acceptance of the manuscript for publication. The ESS-Subject Editor is the conductor to serve for a smoothly going review process and is disclosed to everybody involved.

- 1) The Editor-in-Chief invites the Subject Editor (Fig. 8).
- 2) The invited Subject Editor accepts the invitation (Link: I am ready to guide the paper through the review process) or not (Link: I cannot guide the paper through the

review process) or asks for a three-day respite (Comment: I'll answer within 3 days).

- 3) When the Subject Editor accepts the invitation (after having acknowledged topic and abstract), he/she selects the Referees. From now on, he/she receives the automatic ESS emails that indicate a development in the life cycle of the paper (see Fig. 3).
- 4) The Subject Editor invites the Author to submit the complete paper. The submission of the paper initiates the ESS to send the invitations to the selected Referees.
- 5) The Subject Editor observes the due dates indicated in ESS. When the Referees do not respond, the Subject Editor invites other Referees. He/she also observes the due dates of the review comments.
- 6) The Subject Editor evaluates the review comments, notifies the Author and, if necessary, sends his/her additional advice as a comment to the Author.
- 7) The Author submits the Itemized Reply to the review comments.
- 8) The Subject Editor reviews the Itemized Reply.
- 9) The Subject Editor reviews the revised version.

### The Referees

The Referees are selected by the Subject Editor and are notified by an ESS email to check the system, as soon as the full paper has been uploaded and confirmed by the Publisher-Editor, where they will find the invitation (Fig. 9). When the Referees accept the invitation, they have to fix the submission date. If it exceeds the regular period of three weeks, the Subject Editor has to confirm it. The referees can now access the **Reviewer Form** to be completed online (Fig. 10). The Subject Editor reviews the referee comments and releases them to the Author who is requested to provide an Itemized Reply to each comment (Fig. 11). This Reply is to be entered in a separate column of the Reviewer Form (Fig. 12). The Author receives the referee comments review by review and is asked to also submit the Itemized Reply review by review. When the Itemized Reply is approved by the Referees and the Subject Editor, the revised paper is invited by the Subject editor, and it follows the same procedure as for the first submission. When the revised paper is accepted by the Referees and the Subject Editor, it can enter the production phase and be published in OnlineFirst, which implies that the Author can cite it. Finally, everybody involved, the Author, the Subject Editor and the Referees have access to the Reviews, the Itemized Reply and to the Page Layout. The Reviews are disclosed when all comments have been submitted and approved by the Subject Editor.

This sounds like a complicated process, which it is, actually, but ESS makes this process easy. Just connect to ESS, follow the instructions you will find there, and you cannot fail. The Editor-in-Chief and Publisher-Editor would be very pleased if you are ready to become familiar with the system. They are at your disposal whenever you may need support.

**Walter Klöpffer** ([walter.kloepffer@t-online.de](mailto:walter.kloepffer@t-online.de))  
Editor-in-Chief

**Almut B. Heinrich** ([almut.heinrich@hjr-verlag.de](mailto:almut.heinrich@hjr-verlag.de))  
Publisher-Editor

### Reference

Suh S (2006): Cultivating a healthy journal space (Editorial). Int J LCA 11 (2) 77–79. Online at <<http://dx.doi.org/10.1065/lca2006.02.001>>

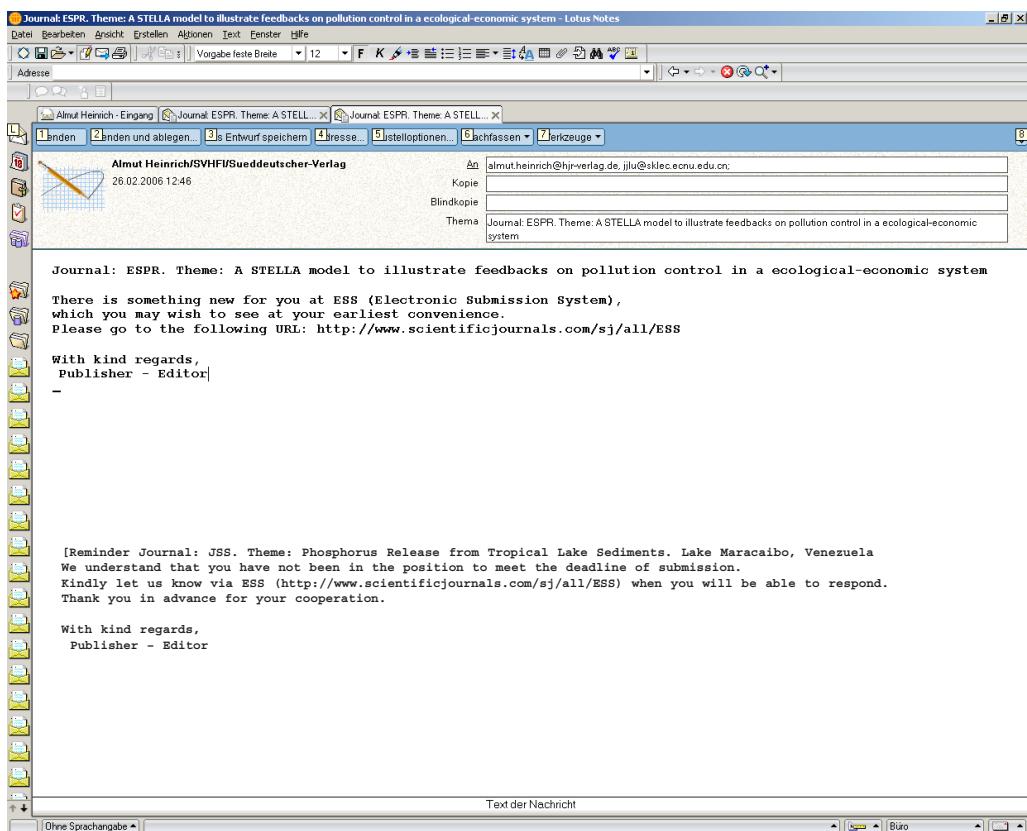


Fig. 3: ESS messenger emails: Info email and Reminder

The screenshot shows a Microsoft Internet Explorer browser window with the address bar set to "Anschrift - Microsoft Internet Explorer" and the URL "http://www.scientificjournals.com/sj/all/AnschriftESS/".

**Login Form (for individuals known to ESS):**

- E-mail address:
- Password:
- Log in
- Password forgotten?
- I am already known to scientificjournals.com, but have no password yet

**Registration Form (for individuals unknown to ESS):**

- Access (for individuals known to scientificjournals.com)
- E-mail address:
- Password:
- Log in
- Registration (for individuals unknown to scientificjournals.com)  
(please be sure to fill in the red marked fields)
- Academic degree:
- Last name:
- First name:
- Please enter a password of your own choice:  
(a minimum of 5 characters):
- Repeat this password:
- Organization/Institute:
- Department:
- Position:
- Street, Number, POB:
- Postal code, City:
- State:
- Country:
- E-mail address:
- Url:
- Curriculum vitae:

Fig. 4: Access to ESS for individuals known to ESS and Registration for individuals unknown to ESS

[ScientificJournals.com](#) [ESS Overview](#) [Submit a new Abstract](#) [Edit your Profile](#) [Log out](#)

Dear Author,

We are pleased to see your interest in publishing in our journals. For this purpose, select the type of paper you plan to submit:

[Research Article](#)

[Review Article \(also: Commentary, Discussion Article\)](#)

Just follow the abstract flow by completing each box, including those for 3 referee suggestions (internationally spread).

When you will be invited to submit the full paper, we select one of your suggested referees, and the co-referee(s) from our advisory boards.

Within a period of 8 days, the Editor-in-chief will decide whether to

1. invite the full paper,
2. invite the full paper following modifications,
3. reject the proposal.

You will be informed by e-mail that there is something new for you at ESS.

With kind regards,  
Publisher-Editor

**Fig. 5:** The Author selects the type of paper he/she plans to submit, either the Research type or the Review type

The screenshot shows a Microsoft Internet Explorer window with the URL <http://www.scientificjournals.com/s/all/AbstractESS/artikelId/8106>. The page header includes links for ScientificJournals.com, ESS Overview, abstract Overview, Submit a new Abstract, Edit your Profile, and Log out. A message at the top says "Please choose:" followed by a checked checkbox labeled "Research Article". Below this, another checkbox labeled "Review Article (also: Commentary, Discussion Article)" is unchecked. The form fields include "Journal" set to "ESPR", "Title" set to "The Origin of Stable Halogenated Compounds in Volcanic Gases", and sections for "Size of paper" (Number of text pages: 6, Number of equations: 6, Number of formulas: 0, Number of tables: 2, Number of figures: 4), "Authors" (Heinrich, Almut - a.heinrich@ecommed.de; Schminke, Hans-Ulrich -), and "corresponding author" (radio button for Heinrich). There is also a field for "Select your co-author(s) name(s)" and a note about entering names if not listed. The "Abstract" section contains a "Background, Aim and Scope" text area and a "Materials and Methods" text area. At the bottom left is a "Fertig" button and at the bottom right is an "Internet" button.

**Fig. 6:** Abstract submission

The screenshot shows the ESS (Electronic Submission System) interface for an author. At the top, it displays the journal logo 'scientificjournals.com' and the title 'Heavy Metals in Untreated/Treated Urban Effluent and Sludge from a Biological Wastewater Treatment Plant'. Below this, the author information is listed: Journal: FSR; Authors: José L. Domingo, Aline Silva Oliveira, Tania Beltramini Treviato, Ana Bocio, Angelia; Corresponding author: José L. Domingo; Publisher-Editor: Almut Beate Heinrich; Editor-in-Chief: Alvin L. Young. The status bar indicates 'abstract saved' and 'reached on 06.03.2006 13:14 ME(S)Z'. A message box says 'This issue is waiting for the Publisher-Editor or Editor-in-Chief to answer. You may leave a comment, if necessary:' with a text input field and a 'send' button. Below this is a table titled 'Actions and Information on this issue in descending order:'.

Text	From	Date / Time ME(S)Z
I am waiting for your answer	José L. Domingo	06.03.2006 13:23:02
abstract saved	ESS	06.03.2006 13:14:56
abstract incomplete	ESS	06.03.2006 13:13:30
abstract incomplete	ESS	06.03.2006 13:08:40
abstract incomplete	ESS	06.03.2006 13:05:23
abstract incomplete	ESS	06.03.2006 13:00:03
abstract incomplete	ESS	06.03.2006 12:52:29
abstract incomplete	ESS	06.03.2006 12:50:30
abstract incomplete	ESS	06.03.2006 12:50:19
abstract incomplete	ESS	06.03.2006 12:48:17
abstract incomplete	José L. Domingo	06.03.2006 12:47:55
abstract incomplete	José L. Domingo	06.03.2006 12:47:35
abstract incomplete	José L. Domingo	06.03.2006 12:46:25

Fig. 7: The Author Page after the abstract has been saved. The Publisher-Editor is expected to acknowledge the abstract as "complete"

The screenshot shows the ESS interface for an editor. At the top, it displays the journal logo 'scientificjournals.com' and the title 'Metal Resistance of Members of Enterobacteriaceae & Some Toxic Elements in the Sediment: An Example of a Heavily Polluted Estuary'. Below this, the editor information is listed: Journal: JSS; Author: Gülsen Altug; Corresponding author: Gülsen Altug; Publisher-Editor: Almut Heinrich; Editor-in-Chief: Ulrich (Sediments, Section 1-4) Förstner; Subject Editor: Wolfgang (Sediments, Section 1) Ahlf. The status bar indicates 'Subject Editor invited' and 'reached on 04.03.2006 10:51 ME(S)Z'. A message box says 'Dear Subject Editor, We would like you to look at the aforementioned abstract to let us know whether you find this proposal suitable for our journal. In this case, we would be happy about your readiness to guide the paper through the review process. This implies to select and invite the referees (via ESS), to evaluate their comments and to discuss them with the author. The name of the Subject Editor is disclosed to the author.' with a text input field and a 'send' button. Below this is a table titled 'Actions and Information on this issue in descending order:'.

Text	From	Date / Time ME(S)Z
Subject Editor invited	Ulrich (Sediments, Section 1-4) Förstner	04.03.2006 10:51:20
abstract complete	Almut Beate Heinrich	03.03.2006 17:10:32
abstract saved	Gülsen Altug	03.03.2006 17:09:38
abstract saved	Gülsen Altug	03.03.2006 16:34:43
abstract saved	Gülsen Altug	03.03.2006 16:22:03
abstract saved	Gülsen Altug	03.03.2006 16:13:28

Fig. 8: The Editor-in-Chief invites the Subject Editor who is expected to activate the YES or NO link

Welcome Brian Alloway to the Electronic Submission System (ESS): Quality, Rapidity, Transparency

**Colza (*Brassica napus, v. Jaguar*) responses to low level of metal inputs through sewage sludge application: Induction of phytochelatin synthesis**

Journal:	JSI	Status:	Manuscript ready for review (Almut Beate Heinrich)
Authors:	Jacques Boudenne Jean-Luc, Planquart Pierre, Coulomb Bruno, Massiani Catherine, Rabier Almut Heinrich	reached on 03.03.2006 02:56 ME(S)Z	
Corresp. author:	Boudenne Jean-Luc	Next step:	Referee 1 Invitation accepted (Ravi (Soils, Section 3) Naidu) due at 06.03.2006 02:56:59 ME(S)Z
Publisher-Editor:	Almut Heinrich	Referee 1:	Ravi (Soils, Section 3) Naidu
Editor-in-Chief:	Ulrich (Sediments, Section 1-4) Förstner	Referee 2:	Brian Alloway
Subject Editor:	Ravi (Soils, Section 3) Naidu	Referee 2:	present

[Author Guidelines](#) [Sample Paper](#) [Abstract](#) [Manuscript](#) [Copyright Agreement](#)

Dear Colleague,

You are invited to kindly read the above noted [abstract](#) letting us know, within a period of **5 days**, whether you may be interested to share the review process. This implies the evaluation of the paper (first submission) as well as the review of the Itemized Reply that the author is requested to provide and the final review of the revised version.

Your advice and support would highly be welcome.

With best regards,  
Subject Editor

Please choose:

[I am ready to share the review process within a period of 3 weeks.](#)

I am ready to share the review process within a period of  weeks. [send](#)

[I am not ready to share the review process of this paper.](#)

Or leave a comment, if necessary

send to:  
[all](#) [send](#)

**Actions and Information on this issue in descending order:**

Text	From	Date / Time ME(S)Z
Manuscript ready for review	Almut Beate Heinrich	03.03.2006 02:56:59
manuscript in compliance with author guidelines	Almut Beate Heinrich	26.02.2006 21:02:31
full paper submitted	Boudenne Jean-Luc	20.02.2006 08:17:34

**Fig. 9:** The Subject Editor invites the previously selected referees. They have four options: to share the review process within a period of 3 weeks, or 2. within an individually fixed period, or 3. to communicate that they are not ready to share the review process, or 4. to leave a comment

Welcome Helias Udo de Haes to the Electronic Submission System (ESS): Quality, Rapidity, Transparency

**LIFE CYCLE ASSESSMENT OF RED CLAY FOR USE IN THE CERAMICS INDUSTRY**

Journal:	LCA	Status:	Referee 1 Invitation accepted (Helias Udo de Haes)
Authors:	Maria-Dolores Bovea	reached on 03.03.2006 11:35 ME(S)Z	
Corresp. author:	Maria-Dolores Bovea	Next step:	Referee 1 Reviewer form submitted (Helias Udo de Haes) due at 08.03.2006 11:35:46 ME(S)Z
Publisher-Editor:	Almut Heinrich	Referee 1:	Helias Udo de Haes
Editor-in-Chief:	Walter Klöpffer	Referee 2:	present
Subject Editor:	David Hunkeler	Referee 3:	present

[Author Guidelines](#) [Sample Paper](#) [Abstract](#) [Manuscript](#) [Copyright Agreement](#)

Dear Colleague,

We are very pleased about your support and provide for you the [reviewer form](#). Thank you.

With best regards,  
Subject Editor

[You can access the reviewer form here.](#)

Or leave a comment, if necessary:

send to:  
[all](#) [send](#)

**Actions and Information on this issue in descending order:**

Text	From	Date / Time ME(S)Z
Referee 1 Invitation accepted	Helias Udo de Haes	03.03.2006 11:35:46
Referee 3 Invitation accepted	Referee3	28.02.2006 20:02:05
Manuscript ready for review	David Hunkeler	27.02.2006 18:55:09
Referee list is incomplete	Olivier Jollivet	27.02.2006 17:12:00
One referee can not share the review process	Olivier Jollivet	27.02.2006 17:11:59
Manuscript ready for review	Almut Beate Heinrich	27.01.2006 14:28:28
manuscript in compliance with author guidelines	Almut Beate Heinrich	23.01.2006 20:02:42

**Fig. 10:** The Referees can access the Reviewer Form

The screenshot shows the ESS interface for Llorenç Milà i Canals. At the top, there's a navigation bar with links like 'Author Guidelines', 'Sample Paper', 'Abstract', 'Manuscript', 'Copyright Agreement', 'review\_1', and 'itemized reply\_3'. Below this, a message to the author asks for a response within 3 weeks. The 'Actions and Information on this issue in descending order' table lists various events, such as 'Reviewer form 1 released' by Guido Sonnemann on 03.03.2006 at 18:11 ME(S)Z. On the right side, there's a 'send to:' dropdown menu set to 'all' with a 'send' button.

**Fig. 11:** The Author is requested to provide the Itemized Reply to the comments of the Referees and has access to the Reviewer Form to enter the Reply

The screenshot shows the Reviewer Form for the journal 'Journal of Soils and Sediments'. It includes sections for 'Significance of the topic', 'Originality', 'State of knowledge', and 'Completeness'. The 'Completeness' section contains a detailed comment from the reviewer, which reads:

The Newspaper analysis which has been performed by the authors and represents an important work within the analysis process should gain more attention. Also the observation of the authors that the newspaper analysis in the media rather than in the public hearing on the policy process seems to be an important outcome and should also be mentioned in the conclusions. See also comment on Conclusion. What I mean is a reference to the EC directive 2003/35/EC of the European Parliament and of the Council of 26 May 2003 providing for public participation in respect of the drawing up of certain plans and programs relating to the environment and amending with regard to public participation and access to justice Council Directives 85/337/EEC and 96/61/EC.

**Fig. 12:** The Reviewer Form provides a separate column for the Author Reply